



Preparing for Launch Checklist

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Account Clean-Up

- Archive and/or Delete Test Data:
 1. [Archiving and Deleting Projects](http://guide.inmotionnow.com/help/archive-delete-projects) (<http://guide.inmotionnow.com/help/archive-delete-projects>)
 2. [Archiving and Deleting Proofs](http://guide.inmotionnow.com/help/recall-proof#archive-and-delete-a-proof) (<http://guide.inmotionnow.com/help/recall-proof#archive-and-delete-a-proof>)
- Remove Default Job Launch Forms:
 - Navigate to **Account > Account Settings > Customize > Job Launch**
 - Deselect option to '**Include default Job Launch Form in the form selection.**'
- Navigate to **Account > Job Launch Forms**
 - Delete any demo forms added during onboarding (Examples: Best of Print, Best of Dynamic Demo, etc.)

Job Launch Prep

- [Assign Job Launch Submitters](http://guide.inmotionnow.com/help/assign-jl-submitters) (<http://guide.inmotionnow.com/help/assign-jl-submitters>)
- [Assign Job Launch Managers](http://guide.inmotionnow.com/help/assign-jl-managers) (<http://guide.inmotionnow.com/help/assign-jl-managers>)
- Submit Edits to Job Launch Forms:
 - Email support@inmotionnow.com (<mailto:support@inmotionnow.com>)
 - Provide your account name
 - Include a detailed description of edits including screenshots

Resend Login Credentials

- [User Login Credentials](http://guide.inmotionnow.com/help/sending-login-credentials-to-users) (<http://guide.inmotionnow.com/help/sending-login-credentials-to-users>)
- [Contact Login Credentials](http://guide.inmotionnow.com/help/resend-login-credentials-contacts) (<http://guide.inmotionnow.com/help/resend-login-credentials-contacts>)



Train Your Staff

- [First Time Here](http://guide.inmotionnow.com/help/first-time) (<http://guide.inmotionnow.com/help/first-time>)
- [Getting Started](http://guide.inmotionnow.com/help/getting-started) (<http://guide.inmotionnow.com/help/getting-started>)
- [Video Tutorials](http://guide.inmotionnow.com/help/video) (<http://guide.inmotionnow.com/help/video>)